



Community Development Department - Planning Division

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Lot Line Adjustment/ Lot Consolidation

A Lot Line Adjustment is the modification of the property line or lines shared by existing parcels with no creation of additional parcels. A Lot Consolidation is the merging of existing parcels into fewer parcels through the elimination or modification of shared property lines. The City provides two levels of review. The first is a staff level or Administrative review and the second involves an environmental review, neighbor notification, and presentation to the Planning Commission.

A submitted case must meet all of the following criteria for Administrative review:

- Four or less parcels are contiguous (any Lot Line Adjustment between more than four adjoining parcels will require the filing of a parcel map or tract map, as applicable)
- No additional parcels will be created
- Resulting parcels will comply with Title 19 or an Administrative Variance can be reviewed concurrently
- Parcels must comply with applicable requirements (e.g. area, drainage control, environmental protection)
- No new streets are created
- The average natural slope of the property is less than 20 percent

If these requirements are not met in full, the Planning Commission must review the case.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you approximately one week prior to the City Planning Commission meeting (refer to the City Planning Commission tentative schedule for the approximate date). Extra copies are available from the Planning & Building Department.

TIME: Administrative review takes approximately 30 days and Planning Commission review takes approximately sixty days from time of submittal of a complete application.

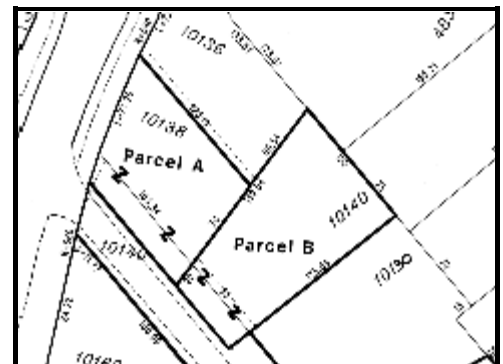
HEARINGS: If a hearing is required, the applicant, a representative, or the legal owner should be present.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See **current Fee Schedule** (**FILING FEES ARE GENERALLY NOT REFUNDABLE**):

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

- ☐ One (1) copy of General Application Form signed by all involved property owners. (*Under "request," provide a complete description of your proposal*)
- ☐ Thirteen (13) copies of full size plat or map (folded to approximately 8½" x 11") which includes the following:
 - Delineation of all existing improvements including buildings, accessory structures, swimming pools, easements, public streets and north arrow
 - Contour lines with intervals no greater than five (5) feet on any undeveloped parcels
 - Delineation of all proposed property lines as they will exist when the Lot Line Adjustment or Consolidation is completed by heavy solid lines; the property lines to be eliminated by dashed lines with appropriate property "Z-hooks" to show land consolidations (see illustration)



Example of how to draw parcel lines

d. Vicinity map

e. Existing non-residential buildings or structures (*this will require a Building Code analysis*) which includes:

- Size of building including total square footage of all stories
- Type of construction
- Allowable area and any area increases taken due to location on the property prior to any subdivision
- Any rated walls and openings in walls closer than 20 feet to the property line

☐ One (1) copy of the Determination of Compliance from City Survey Section, including all supporting documents

☐ One (1) copy Hazardous Site Review Questionnaire

☐ One (1) copy Hazardous Materials Questionnaire

☐ One (1) copy of the most recent Grant Deed, with a complete and accurate legal description of each parcel

ADDITIONAL ITEMS REQUIRED FOR PLANNING COMMISSION REVIEW ONLY

☐ One (1) copy Environmental Information Form. *For scheduling, use CEQA scheduled meeting dates.*

The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review by the City Planning Commission.

☐ One (1) copy of all graphics reduced to an 8-½ x 11 inch size. See Instructions for Preparation of Reduced Graphics (attached) for acceptable types of graphic reductions.

☐ One (1) copy Application to the Riverside County Airport Land Use Commission (ALUC): The ALUC application is required at the time this application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.

Plus, for property with an average natural slope of twenty percent (20%) or greater:

☐ One (1) copy topographical map

☐ One (1) copy proposed grading planning

☐ One (1) copy proposed development plan